



<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>POLICY</u>	
POLICY NUMBER:	P-5002
SUBJECT:	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REFERENCES:	<i>Education Act, Pupil Records</i> <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i> <i>Regulation 823, MFIPPA</i> <i>Personal Health Information Protection Act (PHIPA)</i> GAP5018 Freedom of Information and Protection of Privacy – Access to Records GAP5019 Freedom of Information and Protection of Privacy – Disclosure of Student Information to Police GAP5020 Freedom of Information and Protection of Privacy – Facsimile Transmission Security GAP5021 Freedom of Information and Protection of Privacy – Rights of the Parent/Guardian and the 16 and 17 Year Old Student GAP5022 Freedom of Information and Protection of Privacy – Student’s Personal Information GAP5023 Privacy Breach: Best Practices for Responding GAP5024 Protecting Privacy and Confidentiality of Personal Information When Working Outside the Office/School GAP5025 Freedom of Information and Protection of Privacy – Emergency Disclosure of Students’ Personal Information, Without Consent
EFFECTIVE DATE:	(414) October 20, 1992
AMENDED DATE:	(091) February 24, 2015

“The necessities of life are water, bread, and clothing and also a house to assure privacy.”
Sirach 29:21

1. The Dufferin-Peel Catholic District School Board is an institution governed under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. The Board’s Health Information Custodians, which include Social Workers, Psychologists, Speech-Language Pathologists and Child and Youth Workers, are further governed by the *Personal Health Information Protection Act (PHIPA)*.
2. It is the policy of the Board to manage the collection of personal information, its use, disclosure, retention, and destruction in accordance with the provisions and statutory duties and responsibilities under both privacy Acts and also the *Education Act*.
3. “The purposes of the *Municipal Freedom of Information and Protection of Privacy Act* are:
 - (i) To provide a right of access to information under the control of government organizations in accordance with the following principles:

- information should be available to the public;
- exemptions to the right of access should be limited and specific; and
- decisions on the disclosure of government information may be reviewed by the Information and Privacy Commissioner of Ontario.

- (ii) To protect personal information held by government organizations and to provide individuals with a right of access to their own personal information.

4. The purposes of the *Personal Health Information Protection Act* are:

- (i) To protect the confidentiality of personal health information in the custody or control of Health Information Custodians;
 - (ii) to provide individuals with a right of access to their own personal health information; and
 - (iii) the right to seek correction of such information, with limited exceptions.” Access requests under the *Acts* are administered by the Board’s Records Management and Access/Privacy Administrator referred to as the Freedom of Information (FOI) Coordinator.
5. Any individual can make a request for access to information held by the Board under the *Acts* when the information is not available through normal channels.
6. An access to information requests under the *Acts* must be in writing, must refer to the *Acts* and must provide sufficient detail to identify the requested information.
7. The time limits and procedures in the *Acts* must be adhered to when responding to a request for access to information under the *Acts*. In general, requests for access must be dealt with within 30 calendar days from the date of receipt.
8. The mandatory application fee must accompany the access request as per Regulation 823 under the *Municipal Freedom of Information and Protection of Privacy Act*.